# **Employee Timecard - Hourly Distribution Report**

Report Date: 08/14/2023 Report Time: 8:49:21 AM

08/07/2023 - 08/13/2023 [7 days]

PD011 I	GORHAM,	MICHAEL1
	COILINIAI,	MICHAELI

Employee ID PD011	DEPT(G2)	PD	Pay Policy	601
Pay Type 1	Last Name	GORHAM	First Name	

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	ОТ Н
08/07/2023 Mon	205 [POP]	12:00AM*	03:00AM*		3.0000000	7.1.
	205 [POP]	08:00PM*	01:00AM*	8.00	5.0000000	
08/08/2023 Tue	205 [POP]	01:00PM*	10:00PM*	9.00	9.0000000	
08/10/2023 Thu	205 [POP]	12:30PM*	03:30PM*		3.0000000	
	205 [POP]	08:00PM*	01:00AM*	8.00	5.0000000	
08/11/2023 Fri	205 [POP]	02:00PM*	12:00AM*	10.00	10.0000000	
08/13/2023 Sun	205 [POP]	07:45PM*	12:15AM*	4.50	4.5000000	

2 [VACA]	arned Available
3 [SICK]	97.0
	143.0
6 [FH]	
205 [POP] 1[UNUSED] 39.50 39.50	8.0

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Employee Signature

Supervisor Signature

# **Employee Timecard - Hourly Distribution Report**

Report Date: 08/21/2023

Report Time: 8:12:53 AM

08/14/2023 - 08/20/2023 [7 days]

PD011 [GORHAM, MICHAEL]		
Employee ID PD011	DEPT(G2) PD	Pay Policy 601
Pay Type 1	Last Name GORHAM	First Name MICHAEL

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/14/2023 Mon	205 [POP]	02:30PM*	10:00PM*	7.50	7.5000000	
08/15/2023 Tue	207 [POFH]				8.0000000	
	205 [POP]	02:30PM*	04:00PM*	9.50	1.5000000	
08/16/2023 Wed	205 [POP]	10:00AM*	12:00PM*		2.0000000	
	205 [POP]	06:00PM*	11:30PM*	7.50	5.5000000	
08/17/2023 Thu	206 [POG]	04:00PM*	11:59PM*	8.00		8.000000
08/18/2023 Fri	205 [POP]	12:01AM*	01:00AM*	1.00	1.0000000	
08/19/2023 Sat	205 [POP]	07:00PM*	02:00AM*	7.00	7.0000000	
08/20/2023 Sun	208 [PADJ]			7,00		

Paycode	N/4						Accrual		
	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									97.00
3 [SICK]									143.00
6 [FH]					8.00		8.00		140.00
205 [POP]	1[UNUSED]	24.50		24.50			0.00		
206 [POG]	1[UNUSED]		8.00	8.00					
207 [POFH]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]								
TOTALS		32.50	8.00	40.50	8.00		8.00		240.00

CERTIFY THE ABOVE INFO	RMATION TO BE CORRECT		
Mary		x	
Employee Signature	8/17/2023	Supervisor Signat	ure
Grant	Thursday 4p.m. 7	to Midnight.	8 Hours

## **Employee Timecard - Hourly Distribution Report**

Report Date: 08/14/2023

Report Time: 8:49:21 AM

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

08/07/2023 - 08/13/2023 [7 days]

AD0	002 [ROESSLER,	HAILEY]					
	Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500	
	Pay Type	3	Last Name	ROESSLER	First Name	HAILEY	

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hr
08/07/2023 Mon	501 [TRW]	07:57AM	11:33AM		3.5000000	
	501 [TRW]	11:59AM	04:39PM	8.25	4.7500000	
08/08/2023 Tue	501 [TRW]	08:04AM	01:46PM		5.7500000	
	501 [TRW]	02:29PM	05:04PM		2.5000000	
	501 [TRW]	06:38PM	09:01PM	10.50	2.2500000	
08/09/2023 Wed	501 [TRW]	08:13AM	12:36PM		4.2500000	
	501 [TRW]	01:29PM	04:30PM	7.25	3.0000000	
08/10/2023 Thu	504 [TRV]	Vacation	1	8.00	8.0000000	
08/11/2023 Fri	504 [TRV]	Vacation	M	6.00	6.0000000	

Devende							Accrual		
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					49.25		14.00		35.25
3 [SICK]									4.00
6 [FH]									8.00
7 [BREV]									0.00
501 [TRW]	1[UNUSED]	26.00		26.00					
504 [TRV]	1[UNUSED]	14.00		14.00					-
TOTALS		40.00		40.00	49.25		14.00		47.25

	X
Employee Signature	Supervisor Signature
Gen Corresp/Phone/Email/Office; AP/AR	Print Checks; HR; Payrol
BOT Mtg Prepipublish / Post/Attend	Minutes / Wrap-up
Met W/ Larry Bierke/lowa County Deve	dopment; CDBG
income Survey; liquor licensing	; TID/Budget

## **Employee Timecard - Hourly Distribution Report**

Report Date: 08/21/2023 Report Time: 8:12:53 AM

08/14/2023 - 08/20/2023 [7 days]

DESCRIPTION OF THE PARTY OF THE				
AD002	<b>[ROESSL</b>	ED	HAII	EVI
ADOUL	INCLUGE		HAIL	

DEPT(G2) AD	Pay Policy	500
Last Name ROESSLER	First Name	HAILEY
-		Later Correct To

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hr
08/14/2023 Mon	501 [TRW]	08:04AM	12:00PM		4.0000000	
	501 [TRW]	12:44PM	04:29PM	7.75	3.7500000	
08/15/2023 Tue	501 [TRW]	08:10AM	12:04PM		3.7500000	
	501 [TRW]	12:45PM	04:30PM	7.50	3.7500000	
08/16/2023 Wed	501 [TRW]	08:06AM	12:01PM		4.0000000	
	501 [TRW]	12:58PM	04:27PM	7.50	3.5000000	
08/17/2023 Thu	501 [TRW]	08:04AM	12:34PM		4.5000000	
	501 [TRW]	01:31PM	04:30PM	7.50	3.0000000	
08/18/2023 Fri	501 [TRW]	08:02AM	12:03PM	4.00	4.0000000	

2 [VACA] 3 [SICK] 6 [FH] 7 [BREV]	_					Accrual				
3 [SICK] 6 [FH] 7 [BREV]	Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
6 [FH] 7 [BREV]										35.25
7 [BREV]	3 [SICK]									4.00
7 [BREV]	6 [FH]									8.00
501 [TRW] 1[UNUSED] 34.25 34.25	7 [BREV]									0.00
0.1.20	501 [TRW]	1[UNUSED]	34.25		34.25					

Water=5 Sewer= 2

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Employee Signature

Supervisor Signature

Gun Corresp Phone | Email | Office; HR/AP/AR; Submit ACH Util Payments to FSB; DNRI LNUF/Parkitecture | FOTMRST correspondence | planning / Bid Docs for Park Proj.; Development | TID Rossarch; Ordinance Revision Corresp.; Dog Park Safety Cignets; Bike Rack Research; MHTClasse; FOE Exedits; Wes Research | Prep; Payroll Prende; Utility Motor Work Orders | Corresp. 7: It I research (Wemodrafting;

## **Employee Timecard - Hourly Distribution Report**

Report Date: 08/14/2023 Report Time: 8:49:21 AM

08/07/2023 - 08/13/2023 [7 days]

AD003 [JOHNSON, M	AGGIE]				
Employee ID	AD003	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	JOHNSON	First Namo	

Last Name JOHNSON

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/07/2023 Mon	513 [CS]				3.5000000	
	511 [CW]	07:57AM	12:00PM	7.50	4.0000000	
08/08/2023 Tue	511 [CW]	07:56AM	03:01PM	7.00	7.0000000	
08/09/2023 Wed	511 [CW]	07:55AM	02:30PM	6.50	6.5000000	
08/10/2023 Thu	511 [CW]	07:55AM	03:00PM*	7.00	7.0000000	
08/11/2023 Fri	514 [CV]			4.00	4.0000000	

Daysada						I. Allie	Accrual		
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					43.50		4.00		39.50
3 [SICK]					80.75		3.50		77.25
6 [FH]									8.00
511 [CW]	1[UNUSED]	24.50		24.50					0.00
513 [CS]	1[UNUSED]	3.50		3.50					
514 [CV]	1[UNUSED]	4.00		4.00					
TOTALS		32.00		32.00	124.25		7.50		124.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

**Employee Signature** 

First Name MAGGIE

Utility payments, library open gym communications, byn Dermits

Monday: Halloween

Thesday: Fire Sonedule, office hours communications

Wednesday: I day disconnects, library

Thursday: Cleaned library, account more in/art, helped w/ summer camp deposit

Page 2

### **Employee Timecard - Hourly Distribution Report**

Report Date: 08/21/2023 Report Time: 8:12:53 AM

08/14/2023 - 08/20/2023 [7 days]

A DOGO I	ILOOUNIOON	
AIMMIS	JOHNSON.	MACCIEL
ADUUS I	JUINIOUIA.	MAGGILI

Employee ID AD003	DEPT(G2)	DC	Pay Policy	550
Pay Type 3	Last Name	JOHNSON	First Name	MAGGIE

Time	Card						
	Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
	08/14/2023 Mon	511 [CW]	07:57AM	03:31PM	7.50	7.5000000	
	08/15/2023 Tue	511 [CW]	07:57AM	03:01PM	7.00	7.0000000	
	08/16/2023 Wed	511 [CW]	07:58AM	02:29PM	6.50	6.5000000	
	08/17/2023 Thu	511 [CW]	07:58AM	03:08PM	7.25	7.2500000	
	08/18/2023 Fri	511 [CW]	07:56AM	12:02PM	4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]

Paycode			OT1 - OT-2		Accrual				
	N/A	Reg Hrs		Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									39.50
3 [SICK]									77.25
6 [FH]									8.00
511 [CW]	1[UNUSED]	32.25		32.25					

TOTALS 32.25 32.25 124.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

**Employee Signature** 

Supervisor Signature

General: Utility Payments, library/open gym communications, community center rentals

monday: Tree trimming door tags,

Tresday: Park & rec. agencia, community center full schedule,

Wednesday: Book of The Week, fall newsletter

Thursday: Meter Change acts, library volunteer communications

Friday: Fall numbletter

## **Employee Timecard - Hourly Distribution Report**

Report Date: 08/14/2023

Report Time: 8:49:21 AM

08/07/2023 - 08/13/2023 [7 days]

W003 [JOHNSON, H	ARRY]				
Employee ID	PW003	DEPT(G2)	FM	Pay Policy	401
Pay Type	1	Last Name	JOHNSON	First Name	HARRY

Time	Card						
	Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
	08/07/2023 Mon	401 [STW]	08:14AM	12:55PM	4.75	4.7500000	
	08/08/2023 Tue	611 [FMW]	08:18AM	01:07PM	4.75	4.7500000	
	08/09/2023 Wed	401 [STW]	08:17AM	12:21PM	4.00	4.0000000	
	08/10/2023 Thu	401 [STW]	08:16AM	12:48PM	4.50	4.5000000	
	08/11/2023 Fri	401-[STW] Fac	₩ 07:57AM	11:39AM	3.75	3.7500000	

Paycode							Accrual		
	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	17.00		17.00					
611 [FMW]	1[UNUSED]	4.75		4.75					
TOTALS		21.75		21.75					

Streets= 13.25

Fac plaint = 8,5

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Mon 8/7 Mowed west end of Millage, Across from franker

Jard, Villgage shop jawn

Tues 8/8 Pulled weeds inflanter in Art of ACC

Mowed figestation, given shed, cardinal has fond,

Elliend ACC

Wed 8/9 Mowed cenetary other side of feace of ACC

Thirds/10 Mowed both hell field, Port of fact, wells/ have

Miss/ Por fact

Miss/ Mored gy/ Loor, Took out greedage

### **Employee Timecard - Hourly Distribution Report**

Report Date: 08/21/2023

Report Time: 8:12:53 AM

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

08/14/2023 - 08/20/2023 [7 days]

PW003 [JOHNSON, H	ARRY]					
Employee ID	PW003	DEPT(G2)	FM	Pay Policy	401	T
Pay Type	1	Last Name	JOHNSON	First Name	HARRY	٦

Time	Card						
	Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
	08/15/2023 Tue	101 [PAW]	08:09AM	01:12PM	5.00	5.0000000	
	08/16/2023 Wed	401 [STW]	08:20AM	02:35PM	6.25	6.2500000	
	08/17/2023 Thu	401 [STW]	08:19AM	01:22PM	5.00	5.0000000	
	08/18/2023 Fri	401 [STW]	08:20AM	01:24PM	5.25	5.2500000	

Paycode							Accrual		
	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED]	5.00		5.00					
401 [STW]	1[UNUSED]	16.50		16.50					
TOTALS		21.50		21.50					

**Employee Signature** 

## **Employee Timecard - Hourly Distribution Report**

Report Date: 08/14/2023 Report Time: 8:49:21 AM

08/07/2023 - 08/13/2023 [7 days]

PW005	PETERSON	DAI FI
	I FILIOUIT	

DEPT(G2) PW	Pay Policy 300
Last Name PETERSON	First Name DALE

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/07/2023 Mon	301 [SEW]	06:55AM	11:59AM		5.0000000	
	601 [WAW]	12:28PM	03:28PM	8.00	3.0000000	
08/08/2023 Tue	301 [SEW]	06:55AM	12:07PM		5.0000000	
	401 [STW]	12:34PM	03:36PM		3.0000000	
	601 [WAW]	06:54PM	08:54PM	10.00	2.0000000	
08/09/2023 Wed	301 [SEW]	06:59AM	12:02PM		5.0000000	
	601 [WAW]	12:28PM	03:25PM	8.00	3.0000000	
08/10/2023 Thu	301 [SEW]	06:47AM	12:00PM		5.2500000	
	601 [WAW]	12:26PM*	03:25PM	8.25	3.0000000	
08/11/2023 Fri	301 [SEW]	06:57AM	02:30PM*	7.50	5,7500000	1.750000

						Accrual	Accrual		
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									44.00
3 [SICK]									8.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	26.00	1.75	27.75		2			
401 [STW]	1[UNUSED]	3.00		3.00					
601 [WAW]	1[UNUSED]	11.00		11.00					
TOTALS		40.00	1.75	41.75				-	60.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT		
× \ all let	х	
Employee Signature	Supervisor Signature	

#### Dale Peterson Weekly Work Log 8-7-2023

#### Monday 8-7-2023:

Daily Labs at WWTP 2 Hours

Repaired chlorine supply line leak at Well 2, 2 Hours, Brush pickup 1 Hour, Submitted monthly water and wastewater reports 3 Hours.

#### Tuesday 8-1-2023:

Daily Labs at WWTP 2 Hours

Cold patched 3 manholes that have sunk and caused issues while plowing 1.5 Hours, Cleaned and treated Wells St Lift Station, heavy grease buildup all around and vacuumed out the top grease chunks 4 Hours, Cleaned the clarifiers and skimmers 1 Hours. Board Meeting 2 Hours

#### Wednesday 8-2-2023:

Daily Labs at WWTP 2 Hours

Troubleshot and adjusted chemical pump at Well 1 as it needed to run 2 Hours, Cleaned treated and vacuumed Collins St lift station 3 Hours,

Cleaned clarifiers and skimmers 1 Hour

#### Thursday: 8-3-2023:

Daily Labs at WWTP 2 Hours

Continued clearing of scrap from Village properties 2 Hours, Observed and trained on backup generator service and testing 2 Hours, Cleaned and scrubbed clarifier A, 2 Hours

#### Friday 8-4-2023:

Daily Labs at WWTP 2 Hours

Cleaned and scrubbed the clarifiers and skimmers 3 Hours, Employee Review 1.5 Hours

## **Employee Timecard - Hourly Distribution Report**

Report Date: 08/21/2023 Report Time: 8:12:53 AM

00/21/2023

08/14/2023 - 08/20/2023 [7 days]

PW005 [PETERSON,	DALE]				
Employee ID	PW005	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	PETERSON	First Name	DALE

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/14/2023 Mon	603 [WAS]				4.0000000	
	303 [SES]			8.00	4.0000000	
08/15/2023 Tue	301 [SEW]	06:56AM	11:58AM	_ = = =	5.0000000	
	601 [WAW]	12:23PM	03:26PM	8.00	3.0000000	
08/16/2023 Wed	301 [SEW]	06:59AM	03:26PM	8.50	8.5000000	
08/17/2023 Thu	601 [WAW]	06:55AM	12:14PM*		5.2500000	
08/17/2023 Thu	301 [SEW]	12:44PM*	03:27PM	8.00	2.7500000	
08/18/2023 Fri	301 [SEW]	06:58AM	02:00PM	7.00	7.0000000	

					Accrual				
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									44.0
3 [SICK]					8.00		8.00		
6 [FH]									8.0
301 [SEW]	1[UNUSED]	23.25		23.25					
303 [SES]	1[UNUSED]	4.00		4.00					
601 [WAW]	1[UNUSED]	8.25		8.25					
603 [WAS]	1[UNUSED]	4.00		4.00					
TOTALS		39.50		39.50	8.00		8.00		52.0

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT	
x vely Ho	x
Employee Signature	Supervisor Signature

#### Dale Peterson Weekly Work Log 8-14-2023

Monday 8-14-2023:

Out Sick 8 Hours

Tuesday 8-15-2022

Daily Labs at WWTP 2 Hour

Continued looking at options to keep lift stations clean 3 Hours, Gathered report paperwork for water testing? Hours.

Wednesday 8-16-2022

Daily Labs at WWTP 2 Hours

Fove WW samples to Lancaster due to 8 hour hold time 2.5 Hours, Investigating I&I sources 3.5 Hours

Thursday: 8-17-2023:

Daily Labs at WWTP 2 Hours

Investigated source of rain I&I coming into the WWTP 2 Hours, Cleaned clarifier A 2 Hours, Replaced 2 GFI outlets and 3 bulbs on the UV disinfection system 1 Hour, Calculating sludge storage volume for cost analysis 1 Hour

Friday 8-4-2023:

Daily Labs at WWTP 2 Hours

Cleaned clarifier B 2.5 Hours, attempted 2 service locates 1 Hour, Filled pothole in Fire Station lot left by removal of old telephone pole 1.5 Hours, Organized report paperwork 1 Hour.

## **Employee Timecard - Hourly Distribution Report**

Report Date: 08/14/2023 Report Time: 8:49:22 AM

08/07/2023 - 08/13/2023 [7 days]

SP003 [LOSBY, BRADEN]		
Employee ID CD003	DEPT(G2) ST	Pay Poli

Employee ID	SP003	DEPT(G2)	ST	Pay Police	400
Pay Type	3	Last Name	LOSBY	First Name	BRADEN

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/07/2023 Mon	401 [STW]	06:55AM	11:50AM		4.7500000	
	401 [STW]	12:22PM	03:30PM*	8.00	3.2500000	
08/08/2023 Tue	401 [STW]	06:55AM	11:57AM		5.0000000	
	301 [SEW]	12:33PM	03:37PM		3.0000000	
	401 [STW]	07:48PM	08:54PM	9.25	1.2500000	
08/09/2023 Wed	401 [STW]	06:55AM*	11:49AM*		4.7500000	
	301 [SEW]	12:24PM*	03:37PM	7.75	3.0000000	
08/10/2023 Thu	401 [STW]	06:50AM	12:19PM		5.2500000	
	401 [STW]	12:53PM	03:27PM	7.75	2.5000000	
08/11/2023 Fri	401 [STW]	06:55AM	01:28PM		6.5000000	
	301 [SEW]	10:44PM	12:44AM*	8.50	0.7500000	1.250000
08/12/2023 Sat	301 [SEW]	08:18AM	10:18AM*	2.00		2.00000
08/13/2023 Sun	601 [WAW]	09:57AM	11:57AM*	2.00		2.000000

							Accrual		
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									34.50
3 [SICK]									24.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	6.75	3.25	10.00					
401 [STW]	1[UNUSED]	33.25		33.25					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	5.25	45.25					66.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x\_\_\_\_\_

**Employee Signature** 

**Supervisor Signature** 

#### Weekly Work Log August 7 – August 13 2023 Braden Losby

#### Monday August 7 2023:

Daily rounds. - 2 hours

Replacing check valve on well 2. - 3 hours

Pushing brush back with skid steer. - 1 hour

Attempting to strip yellow paint in front of the school. - 1 hour

#### Tuesday August 8 2023:

Daily rounds. - 2 hours

Working on my cdl training. - 1 hour

Cleaning out well st lift station on well st. - 4 hours

Board meeting. - 1.25 hours

#### Wednesday August 9 2023:

Daily rounds. – 2 hours

Fire call. - 2 hours

Cleaning out lift station on Collins st. - 4 hours

#### Thursday August 10 2023:

Daily rounds. – 2 hours

Changing trash at park. - 2 hours

Watering trees and gardens. - 2 hours

Cleaning out green shed. - 2 hours

#### Friday August 11 2023:

Daily rounds. - 2 hours

Meter replacement. - 0.5 hours

Brush hogging at sewer plant. - 2 hours

Weed eating. - 1.5 hours

Finance committee meeting. – 0.5 hours

Call in for plant alarm due to storm. - 2 hours

#### Saturday August 12 2023:

## Sunday August 13 2023:

## **Employee Timecard - Hourly Distribution Report**

Report Date: 08/21/2023

Report Time: 8:12:53 AM

08/14/2023 - 08/20/2023 [7 days]

SP003	[LOSBY,	BRADEN]
-------	---------	---------

DEPT(G2) ST	Pay Policy 400
Last Name LOSBY	First Name BRADEN

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/14/2023 Mon	401 [STW]	06:55AM	11:45AM		4.7500000	
	401 [STW]	12:18PM	03:29PM	8.00	3.2500000	
08/15/2023 Tue	401 [STW]	06:55AM	03:17PM	8.25	8.2500000	
08/16/2023 Wed	401 [STW]	06:55AM	11:32AM		4.5000000	
	401 [STW]	12:03PM	03:34PM	8.00	3.5000000	
08/17/2023 Thu	401 [STW]	06:56AM	12:10PM		5.2500000	
	401 [STW]	12:42PM	03:30PM*	8.00	2.7500000	
08/18/2023 Fri	401 [STW]	06:48AM	01:30PM	6.50	6.5000000	
08/19/2023 Sat	401 [STW]	09:46AM	11:46AM*	2.00	1.2500000	0.750000
08/20/2023 Sun	401 [STW]	08:47AM	10:47AM*	2.00		2.000000

Summary - SP003 [LOSBY, BRADEN]									
	1				Accrual				
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									34.50
3 [SICK]									24.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	2.75	42.75					
TOTALS		40.00	2.75	42.75					66.50

ı	CERTIFY THE	AROVE	INFORMATION	TO BE	CORRECT

**Employee Signature** 

**Supervisor Signature** 

#### Monday August 14 2023:

Daily rounds. - 2 hours

Cleaned the interior of the sewer truck. - 2 hours

Working on aluminum culvert lid. - 1 hour

Pushing back brush. - 1 hour

Clearing downed branches off level st. - 2 hours

#### Tuesday August 15 2023:

Daily rounds. - 2 hours

Power washing at park. - 6 hours

#### Wednesday August 16 2023:

Daily rounds. - 2 hours

Hardware store run for gfci outlets for sewer plant and install. - 2 hours

Cleaning dugout at park. - 1 hour

Street sweeping. - 2 hours

Popping manholes for influent issue. - 1 hour

#### Thursday August 17 2023:

Daily rounds. - 2 hours

Fire call. - 1 hour

Investigating influent issue. - 3 hours

Working on UV bulbs and electrical cabinet at plant. - 2 hours

#### Friday August 18 2023:

Daily rounds. - 2 hours

Cold patching at fire department. - 1 hour

Picking up brush. - 1 hour

Pushing and burning brush. - 2 hours

#### Saturday August 19 2023:

## Sunday August 20 2023: